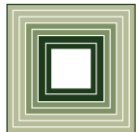


HOUSE COMMITTEE ON JUDICIAL EFFICIENCY AND EFFECTIVE ADMINISTRATION OF JUSTICE

Judicial Staff

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FISCAL RESEARCH DIVISION
A Staff Agency of the North Carolina General Assembly

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Judicial Staff

- Courthouse personnel conducting secretarial, administrative, and executive duties on behalf of judges:
 - Trial Court Administrators
 - Trial Court Coordinators
 - Judicial Assistants I and II
 - Arbitration Coordinators
 - No longer includes Family Court personnel.

Judicial Staff Changes, 2004-14

	District Court	Superior Court	Total	Clerks
2004 ¹				
Elected Judges	235	93	329	2,656
Judicial Staff	125	109	234	
2009 ²				
Elected Judges	270	96	366	2,817
Judicial Staff	138	117	255	
2014 ²				
Elected Judges	270	97	367	2,672
Judicial Staff	83	94	177	

¹ Source: AOC. This is total number of positions, not FTE. Family court personnel have been removed.

² Source: BEACON. This is total number of positions, not FTE. Family court personnel have been removed from 2009 data.

Trial Court Administrator

- Acts as “executive director” of courthouse
- Plans, organizes, and directs all non-judicial activities
- TCA positions in 10 SC districts:
 1. 4B (Onslow)
 2. 5 (New Hanover & Pender)
 3. 7B/C (Edgecombe & Wilson)
 4. 10 (Wake)
 5. 12 (Cumberland)
 6. 14 (Durham)
 7. 18 (Guilford)
 8. 21 (Forsyth)
 9. 26 (Mecklenburg)
 10. 28 (Buncombe)

Trial Court Coordinator

- May work for SC or DC
- Reports to Senior Resident SC Judge, Chief DC Judge, or TCA in districts with one
- Develops case management procedures
- Tracks status of cases
- Prepares periodic reports
- Civil calendaring
- Resolves scheduling conflicts
- 76.5 FTE statewide

Judicial Assistants I and II

- May work in SC or DC
- Reports to Senior Resident SC Judge, Chief DC Judge, TCA, or TCC (depending on chain of command)
- Tracks status of cases
- Prepares periodic reports
- Prepares and issues calendars
- May resolve scheduling conflicts
- 77 FTE statewide

Other Judicial Staff

- Jury Coordinators: 1.75 FTE
- Arbitration Coordinators: 2.25 FTE
- ADR Coordinator: 1 FTE
- Operations Administrator: 1 FTE
- Programs/Special Projects Manager: 1 FTE

Family Court Administrators and Coordinators

- Reports to Chief DC Judge or TCA
- Manages or coordinates all Family Court activities
 - Includes caseload management, grant writing, and training
- Family Court moved to AOC's Specialty Court budget code in 2012
- 44.75 FTE

